

Last Updated : **January 10, 2019**

## **YAKUB ALI**

Address: Name : Md. Yakub Ali Village : South satara P/O : Chhagol  
niya P/S : South satara Deistic :Feni  
Home Phone: 01846784877  
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### **Career Objective:**

To build up my career where I will be able to explore my potential by applying labour & knowledge and thus achieve professional growth.

### **Career Summary:**

To build up my career where I will be able to explore my potential by applying labour & knowledge and thus achieve professional growth in conjugation with the organization's goals and objectives.

### **Special Qualification:**

Computer Skill:  
MS-Office, Internet browsing ,C CAN Networking, Computer  
LAN, MAN Network Configuration & maintained.  
Configure & maintained Wireles  
i¶ IP Camera Configure & Maintained

### **Employment History:**

**Total Year of Experience : 3.1 Year(s)**

1. **Payroll Officer(IT) ( January 1, 2016 - Continuing)**

## **Golden Times Sweater & Dyeing LTD (ASR Group)**

Company Location : Mulaid, Mouna, Sreepur, Gazipur,  
Department: IT

### **Duties/Responsibilities:**

## Computer Hardware knowledge :

Microsoft Office Professional and Small Business Edition: Consisting of MS Word, MS Excel, MS Outlook, PowerPoint, etc.)

Microsoft Works: Word processor and spreadsheet software

Microsoft Front Page & Front Page Express: Website design software

DOS: Operating system

Windows 95: Operating system

Windows 98 & 98se: Operating system

Windows XP: Operating system

Windows 7: Operating system (32bit & 64bit)

Windows T Server: File server operating system

Windows 2008 Server: File server operating system

Sema4: Accounting software (Support Only)

Ajera: Accounting software (Support Only)

Software and Hardware Experience

Internet Explorer: Internet browsing software

Firefox: Internet browsing software

Opera: Internet browsing software

McAfee Virusscan Plus: Computer antivirus software

Orton Antivirus: Computer antivirus software

Panda: Computer antivirus software

A vast: Computer antivirus software

AVG: Computer antivirus software

Ad aware: Computer malware detection and removal software Recover4All: File recovery software

SpectorSoft: Computer surveillance software

Core FTP: FTP software

Orbit: Download manager software

Paint.ET: Digital imaging software

Gimp: Digital imaging software

Picasa: Digital imaging software

Primo PDF: PDF conversion software

Desk PDF: PDF conversion software

### Computer Networking knowledge:

LAN, MAN Network Configuration & maintained.

Configure & Maintenance any kinds of E-mail (Microsoft Outlook, outlook 2003, 2007, 2010)

Configure & maintained Wireless LAN and Wireless Router.

Maintaining up to date Antivirus levels on all machines company wide

Configure Mikrotik Router.

Managing and monitoring of backups in multiple locations.

Troubleshooting technical problems and implementing solutions.

IP Camera Configure & Maintained.

PABX Intercom Telephone System Maintained.

### Computer Payroll knowledge:

Handling of the Time & Attendance and Payroll software

Improve the Time & Attendance and Payroll process. Handle the Time & Attendance and Payroll function

Data entry /workers personal information entry in software Daily in /out data check

Leave record and calculation

Earn leave management

Create Monthly E-OT Sheet.

Create Eid Bonus sheet.

Create Monthly Salary sheet.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Science (BSc)	Computer Science & Engineering	Asian University of Bangladesh	Enrolled	2018	2017	Computer Science & Eng.
Exam name : Diploma-in-Engineering	Scince	Feni Politechnic Institute technical education board, Dhaka	CGPA:3.32 out of 3	2014	09-10	Diploma-In-Ingineering
Dakhil (Madrasah)	Ganaral	Institute : Mirjar Bazar islamiya dhakhil Madrasha [Foreign Institute]	Second Division, Marks :4.56%	2009	-	-

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 16000  
Expected Salary : Tk. 15,000  
Preferred Job Category : Garments/Textile, IT/Telecommunication, Data  
Preferred District : Entry/Operator/BPO, Data Entry/Computer Operator  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization :  
Types

**Specialization:**

Fields of Specialization	Description
• Administration	Computer Skill: MS-Office, Internet browsing ,CCAN Networking, Computer Hardware,Photoshop,Developing . Computer Software troubleshooting etc.

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla and English	High	High	Medium
Bangla	High	High	High
English	High	High	Medium

**Personal Details :**

Father"s Name : Md.Amer hossain  
Mother"s Name : sALAHA bAGUM  
Date of Birth : January 3, 1994  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Muslim  
Permanent Address : Name : Md. Yakub Ali Village : South satara P/O : Chhagol niya P/S :  
South satara Deistic :Feni  
Current Location : Dhaka

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